

Department of Personnel, Administrative Reforms and Rajbhasha

Government of Jharkhand

[Help:dopjharkhand.gov.in](http://dopjharkhand.gov.in)

Q.1 How to use dopjharkhand.gov.in?

Ans. Snapshot of the website (dopjharkhand.gov.in):

(1) List of Deliverables

(2) Menu

(3) Recent News and updates

(4) Links to Other Websites of Govt. of Jharkhand:

(5) Quick links to online Services

(1) **List of Deliverables:** e-version of circulars, notifications, citizen's charter, press releases, resolutions, important judgments, rules, acts, policies, e-Gazettes and links to various online e-Services offered by the department.

(2) The **main menu** includes facilities to navigation to home page, Android Application downloads, Hindi Text TTF to Unicode converter, Employee corner(PIS), New Vacancies, Web site policies, copyright, Examination and Login.

(3) List of **recent news and updates**.

(4) Link to **other websites of Government of Jharkhand**.

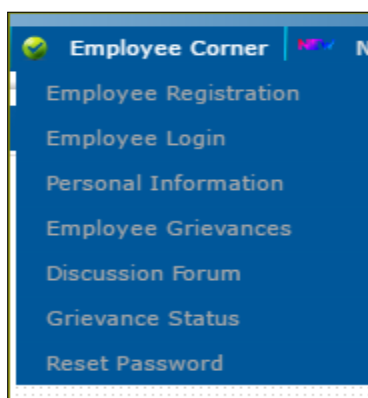
(5) Quick links for navigation to other online **Applications of Department of Personnel, Administrative Reforms and Rajbhasha.**

Q.2 Which online services are being offered to the citizens through the website?

Ans. Other than providing downloads of the e-versions of the circulars, notifications, citizen's charter, compendium, publication and Gazettes it is offering online information system such as Personnel Information System(PIS), Issuing System(IS), Report Management System(RMS).

Q.3 What is PIS and how to use it?

Ans. PIS is centralized repository of all employees working in the Department of Personnel, Administrative Reforms and Rajbhasha. In order to use it one needs to get it Registered with the system. Snapshot below shows the options under Employee corner.



Q.4 How to get it registered with the PIS?

Ans. To get it registered with the PIS. Make selection the Employee Registration from Employee Corner Menu. Then enter your gpf/cps/nps/pran as user id and click on GO. After that you will receive one OTP on your registered mobile number. After entering the OTP, you will be required to enter your information such as Name, Gender, Designation, Date of Birth, Cadre, Grade, Contact and password and you get registered with the PIS.

Snapshot User Registration:

A screenshot of a web form titled 'User Registration (Employee)'. The title is in a blue rounded rectangle. Below the title, there is a text input field with the label 'User ID(GPF/CPS/NPS/PRAN NO): *'. To the right of the input field is a grey button with the text 'Go'.

Snapshot User Login:

Login (Employee)

User ID(GPF/CPS/NPS/PRAN NO):

Password:

 [Reset Image](#)

Type letters from the image:

Q.5 What is objective of Issuing System?

Ans. The main objective of Issuing System is creating a decentralized online process of File Index Creation and Issue Number Generation.

Snapshot for selecting Issuing System:

Super Admin | Admin- RTI | Admin- Court Cases | Admin- Grievance | Admin- Forum | Admin- Employee DB | Admin- Examination | Employee | Section

[Court Cases](#) [Grievance](#) [RTI](#) [RTI Reminder](#) **Issuing System**

Q.6 What is process of using Issuing System?

Ans. Issuing System consists of four steps

1. Registration at dopjharkhand.gov.in
2. Login using valid user id and password
3. Creation of File Index
4. Generation of Issue Number

Snapshot of the main menu : Issuing System

[Home](#) [File Master](#) [New Issue](#) [View Report](#)

Snapshot of File Index Creation:

File Index Creation

Select Section *

File Name/No. *

Subject *

☐ Active

Note: Please ensure that the file you want to create is not created earlier.

File Details

#	Section	File Name	Subject	Year	Date	Status	Action
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Snapshot of Issue Number Generation

New Issue

* are mandatory fields

Select Section *:

Select Section

Select Year *:

Select Year

Select File *:

Select File

Content Type *:

Select Type

From :

कृप्या हिन्दी लिखने के लिए Mangal Font का प्रयोग करें।

Subject :

कृप्या हिन्दी लिखने के लिए Mangal Font का प्रयोग करें।

Issue To :

कृप्या हिन्दी लिखने के लिए Mangal Font का प्रयोग करें।

Copy To :

कृप्या हिन्दी लिखने के लिए Mangal Font का प्रयोग करें।

Enclosure : ☐ Attached

No. of pages

Issue Now

Q.8 What is RMS?

Ans. RMS(Report Management System) is application to collect reports from the DC Offices.

Q.7 How to know about other online services offered by the department?

Ans. The right side pane of the web site lists the online services provided by the department and provides quick navigation to different services viz. HRMS, AEBAS, RTGS, SPARROW, JAN SAMVAD, IPR(IAS).

Q.8 What is purpose of Kruti 010 <=> Mangal?

Ans. This has been provided to interchange accordingly the Hindi TTF text from any font to Mangal Unicode font and vice versa in order to publish the documents in Hindi.

Krutidev-010 Font Text

Paste here, Kruti Dev 010 font text

Unicode Font Text

Paste here, Unicode font text

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Q.9 What is HRMS Application?

Ans. HRMS (Human Resource Management System or Manav Sampada) is web-based application software that can be accessed through the web browser. It aims to create a digital repository of all employees working across different departments, dc offices, corporations etc. It also provides online services such as Online Leave Application, Performance Appraisal System and Annual Confidential Report etc.

Snapshot of HRMS website:

The screenshot shows the HRMS website interface. At the top, it says "Government of Jharkhand" and "मानव सम्पदा" (Manav Sampada). Below this, it says "Human Resource Management System for Jharkhand Government Employees". The main content area is divided into two columns. The left column contains "Employee Registration" and "Authorized Login" sections. The right column contains various links and services, including "View Property Return", "Birthday Wishes", "View Transactions", "Orders Notice Board", "Telephone Directory", "Help for Data Entry", "Frequently Asked Questions", "HelpLine and Complaint", "Reports and Charts", "Calendar", "Downloadable Forms-1 to 8", "View eService Book", "Download Android App for HRMS Leave Module", "User Manual for HRMS Leave Module Android App (English)", "User Manual for HRMS Leave Module Android App (Hindi)", and "View Orders/Documents - uploaded by different departments". At the bottom, there is a disclaimer and contact information.

Q.10 How to get contact information of Grievance Redressal Team?

Ans. **About us** menu option present on main menu has **Vision, Mission and Organizational structure** and **Contacts** of the department. Click **Contacts** to get Grievance Redressal Team details. **Snapshot below shows that.**

The screenshot shows the "Contact Details" page. It lists the contact information for several officials, including their names, titles, project buildings, phone numbers, and email addresses. The officials listed are Smt. Nidhi Khare (Principal Secretary), Mr. Chandra Bhushan Prasad (Deputy Secretary), Mr. Om Prakash Shah (Deputy Secretary), Mr. Dilip Tirkey (Deputy Secretary), Mr. Diwakar Prasad Singh (Deputy Secretary), and Mr. Satish Kumar Jaiswal (Deputy Secretary).

Snapshot continues:

 Mr. Ajay Trivedi (Under Secretary) [Accounts] Room No. 120, Project Bhawan Ranchi-834002 Ph# : 8987662430 Email : trivediajay5572@gmail.com	 Mr. Dinesh Lal Das (Under Secretary) [Headquarter Establishment] Room No. 120, Project Bhawan Ranchi-834002 Ph# : 9334711828 Email : dineshlaldas.dld@gmail.com
 Mr. Sanjay Kumar Dubey (Under Secretary) [JSSS & JSCS] Room No. 120, Project Bhawan Ranchi-834002 Ph# : 9431356744 Email : dopjharkhand@gmail.com	 Mr. Hari Kishore Shudhanshu (Under Secretary) [Estt. of JAS] Room No. 30, Project Bhawan Ranchi-834002 Ph# : 8877478014 Email : dopjharkhand@gmail.com
 Mr. Umesh Chandra Sinha (Under Secretary) [Judicial Service] Room No. 120, Project Bhawan Ranchi-834002 Ph# : 9934355670 Email : dopjharkhand@gmail.com	 Mr. Ajay Kumar Singh (Under Secretary) [Estt. of JSS] Room No. 120, Project Bhawan Ranchi-834002 Ph# : 9471500876 Email : dopjharkhand@gmail.com
 Mr. Arun Kumar Sinha (Under Secretary) [Estt. of IAS] Room No. 120, Project Bhawan Ranchi-834002 Ph# : 7545855633 Email : dopjharkhand@gmail.com	 Mr. Sailesh Kumar Sinha (Under Secretary) [JAS] Project Bhawan Ranchi-834002 Ph# : 8987628459 Email : dopjharkhand@gmail.com
 Mr. Ajay Kumar Jha (Under Secretary) [Administrative Reforms, CPGRAMS, RTGS] Project Bhawan Ranchi-834002 Ph# : 8986893814 Email : dopjharkhand@gmail.com	 Smt. Sarojini Kumari Singh (Under Secretary) [Roster/ Reservation] Room No. 120, Project Bhawan Ranchi-834002 Ph# : 9431169906 Email : dopjharkhand@gmail.com
 Mr. Jitendra Bahadur Singh (Under Secretary) [JSS] Room No. 120, Project Bhawan Ranchi-834002 Ph# : 9905315945 Email : dopjharkhand@gmail.com	 Mr. Ravindra Ranjan (Under Secretary) [JAS] Project Bhawan Ranchi-834002 Ph# : 9431497007 Email : dopjharkhand@gmail.com
 Mr. Sunit Kumar (Under Secretary) [Interdepartmental Openion] Project Building Dhurwa, Ranchi -834004 Ph# : 9431271160 Email : dopjharkhand@gmail.com	 Mr. Raj Kumar (Under Secretary) [Vidhan Sabha related work] Project Building Dhurwa, Ranchi -834004 Ph# : 9431177143 Email : dopjharkhand@gmail.com
 Mr. Francis Xaxa (Under Secretary) [Public Information Officer(RTI), DDO] Project Building Dhurwa, Ranchi -834004 Ph# : 0651-2401835 Email : dopjharkhand@gmail.com	
